Import .pst file into Outlook

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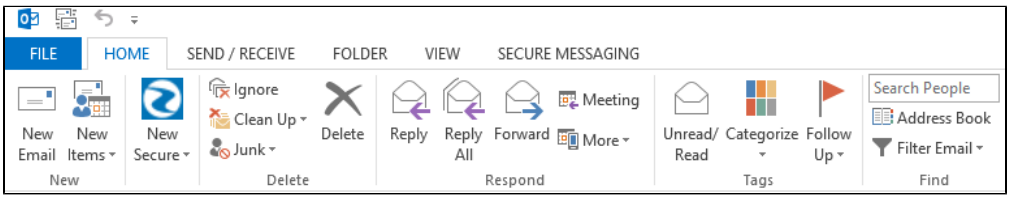
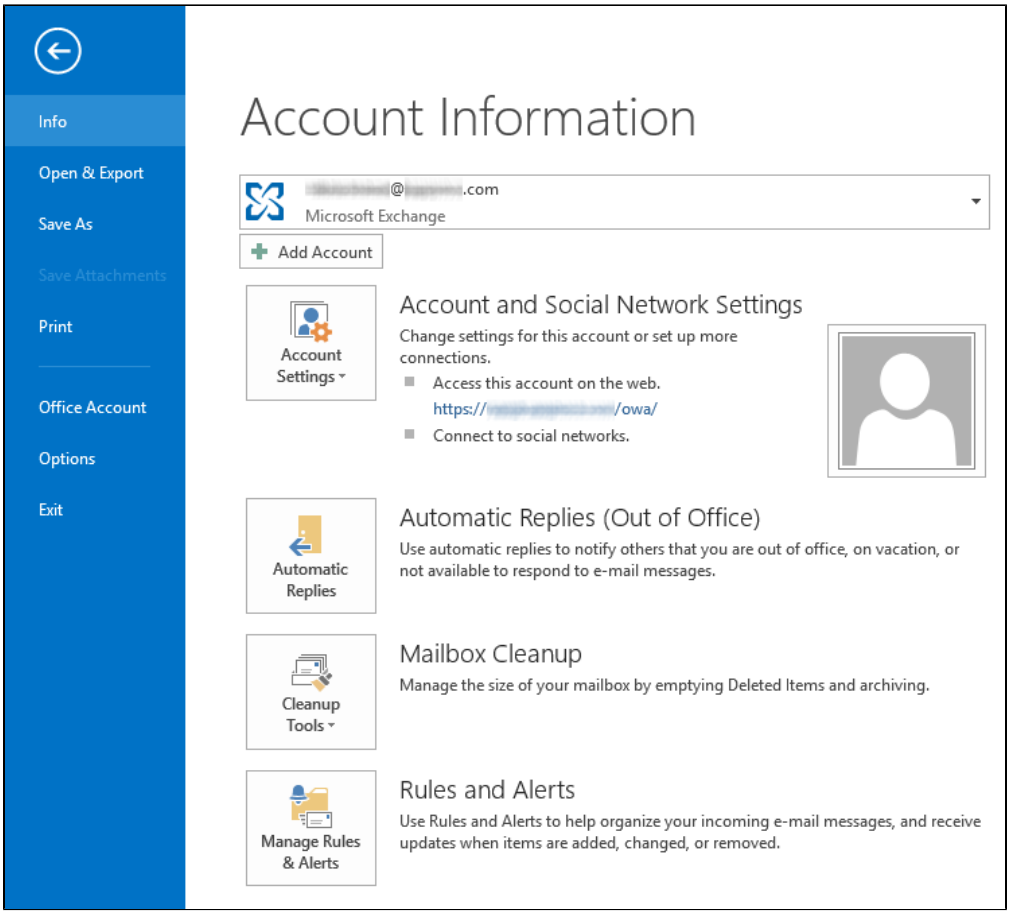
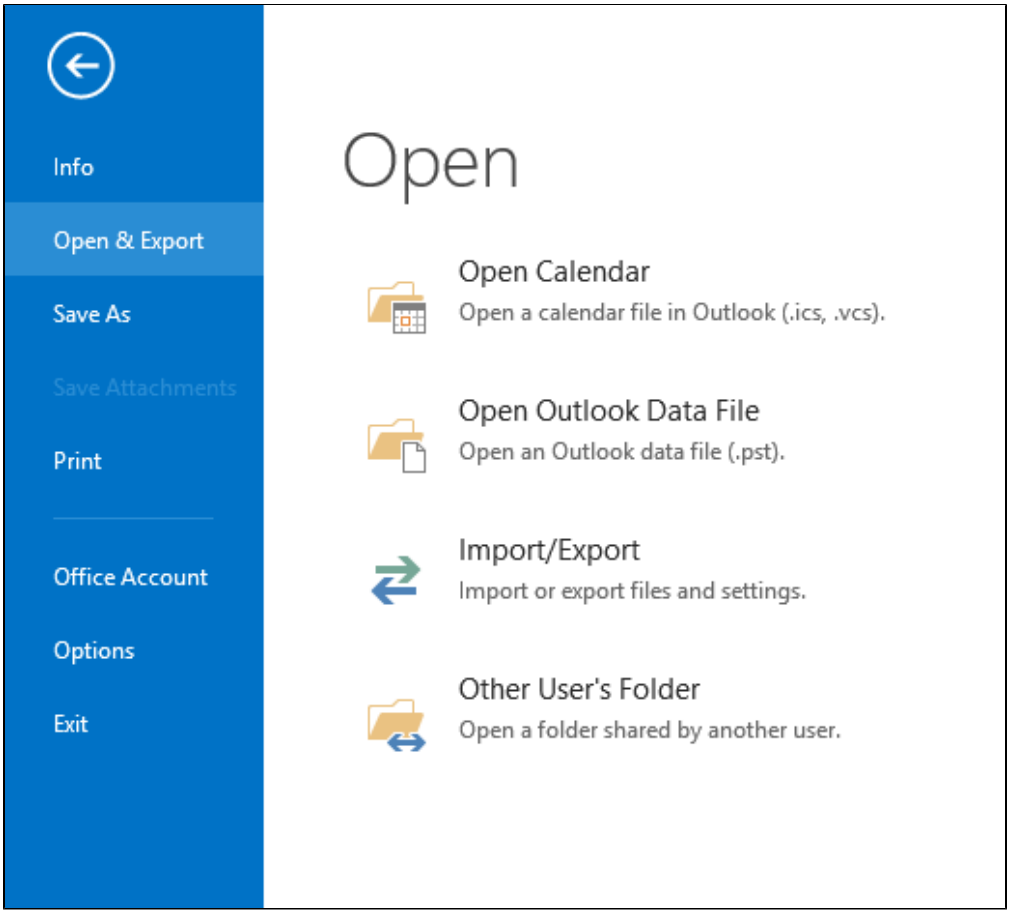
1. On the main tabs, select **File**.



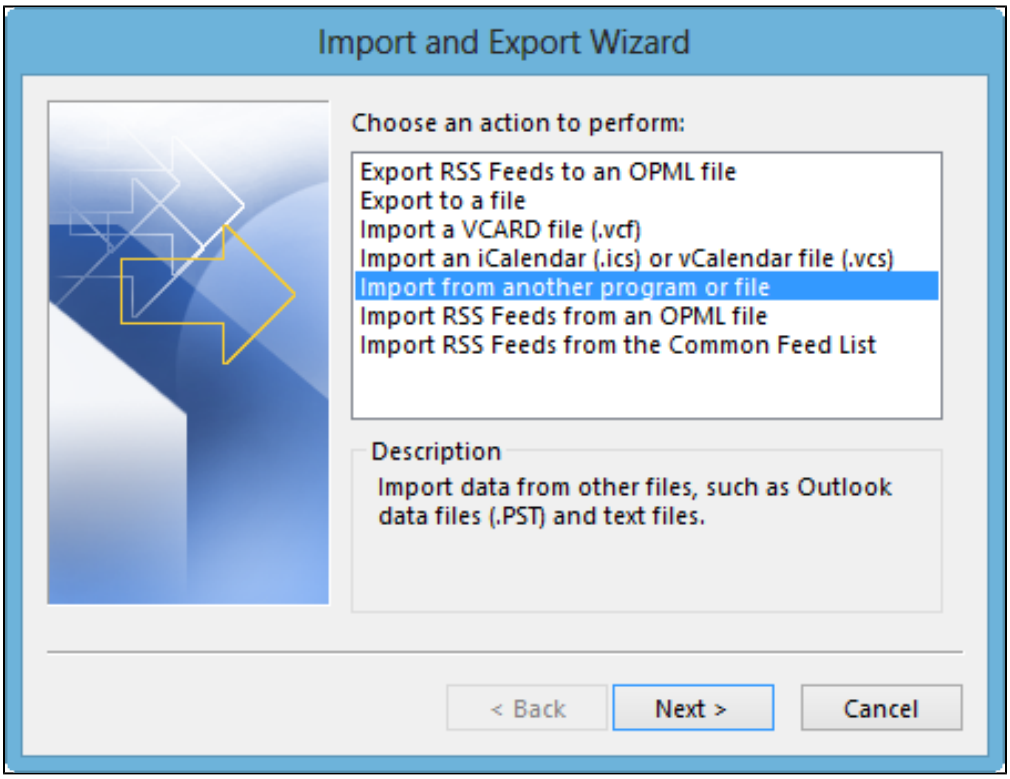
2. On the Account Information page, select **Open & Export**.



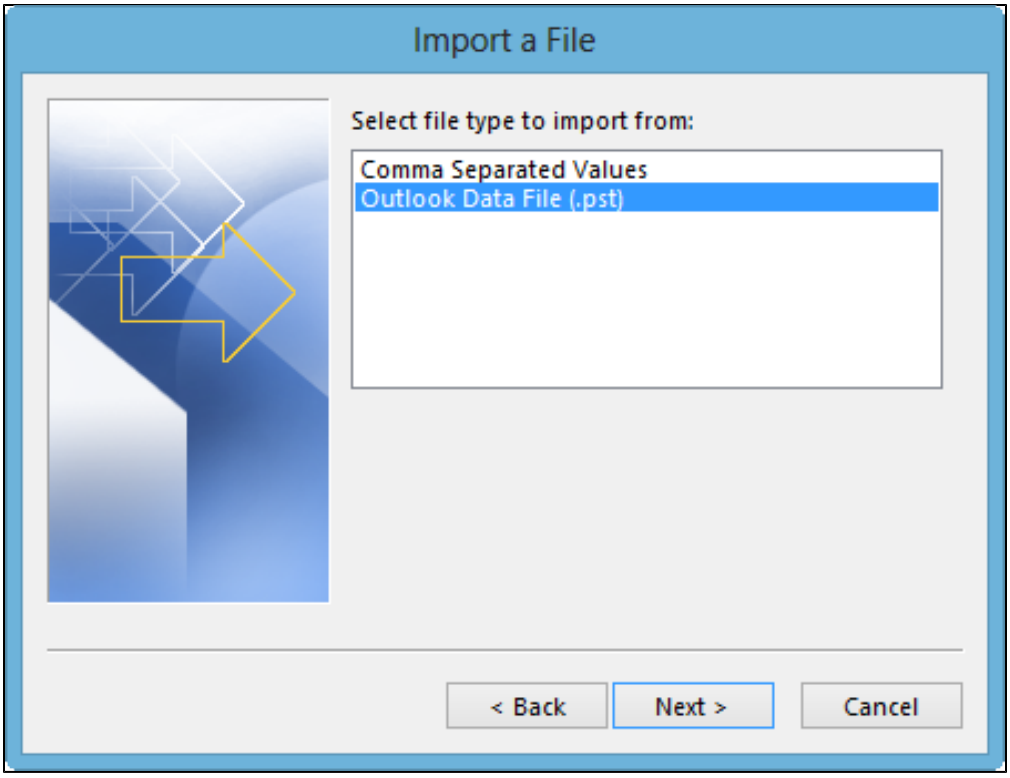
3. On the Open page, select **Import/Export**.



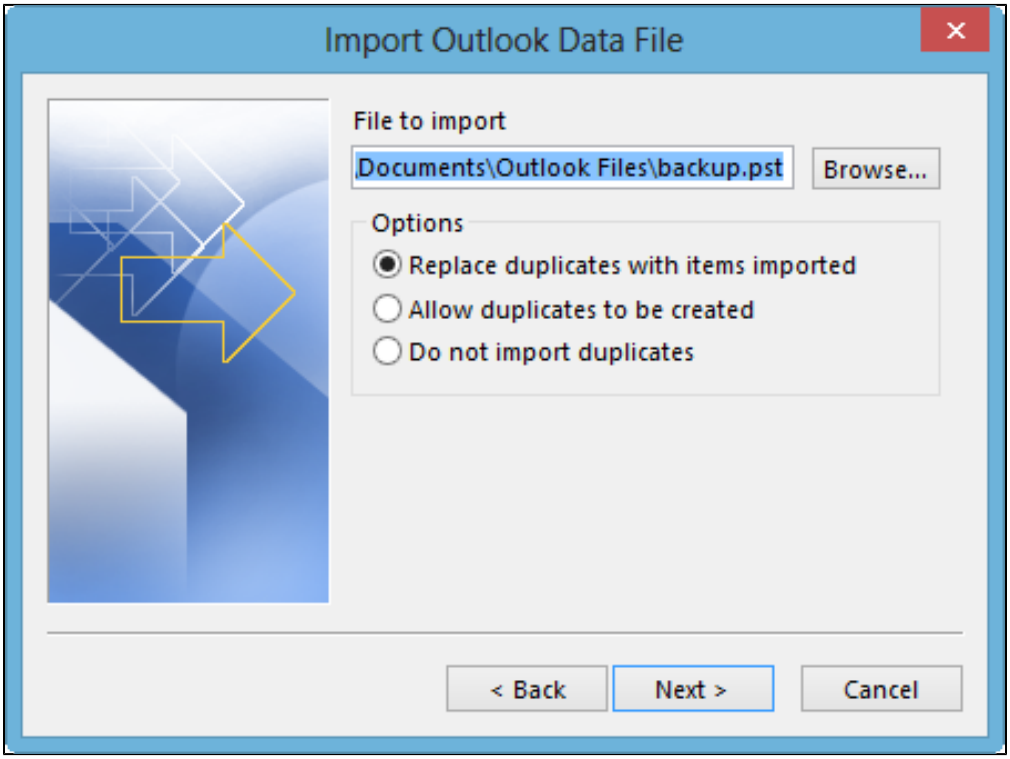
4. In the Import and Export Wizard window, select **Import from another program or file** and click **Next >**.



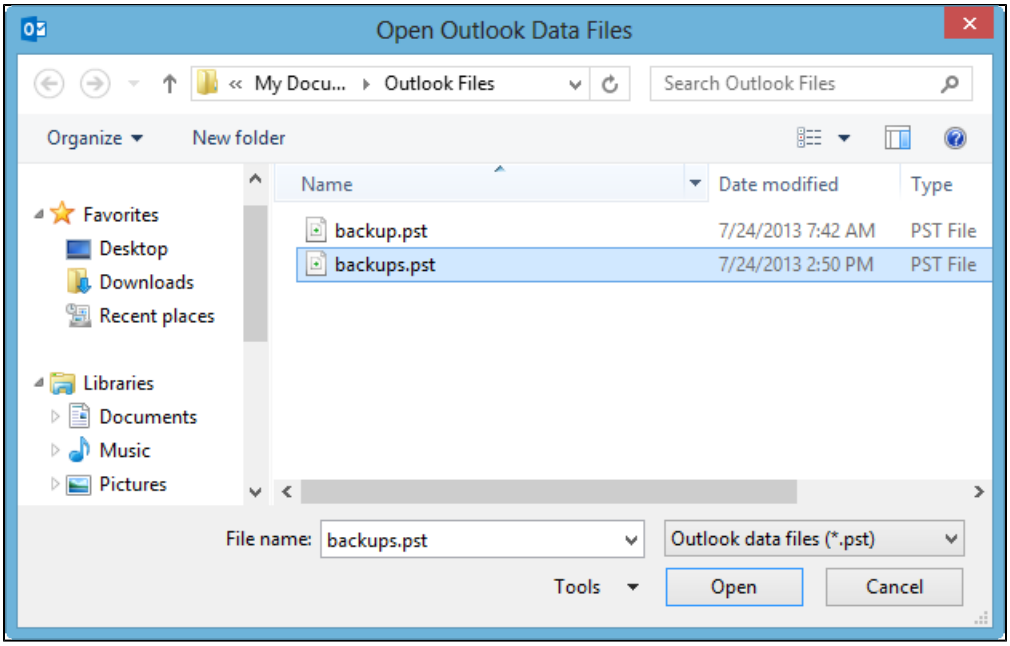
5. In the Import a File window, select **Outlook Data File (.pst)** and click **Next >**.



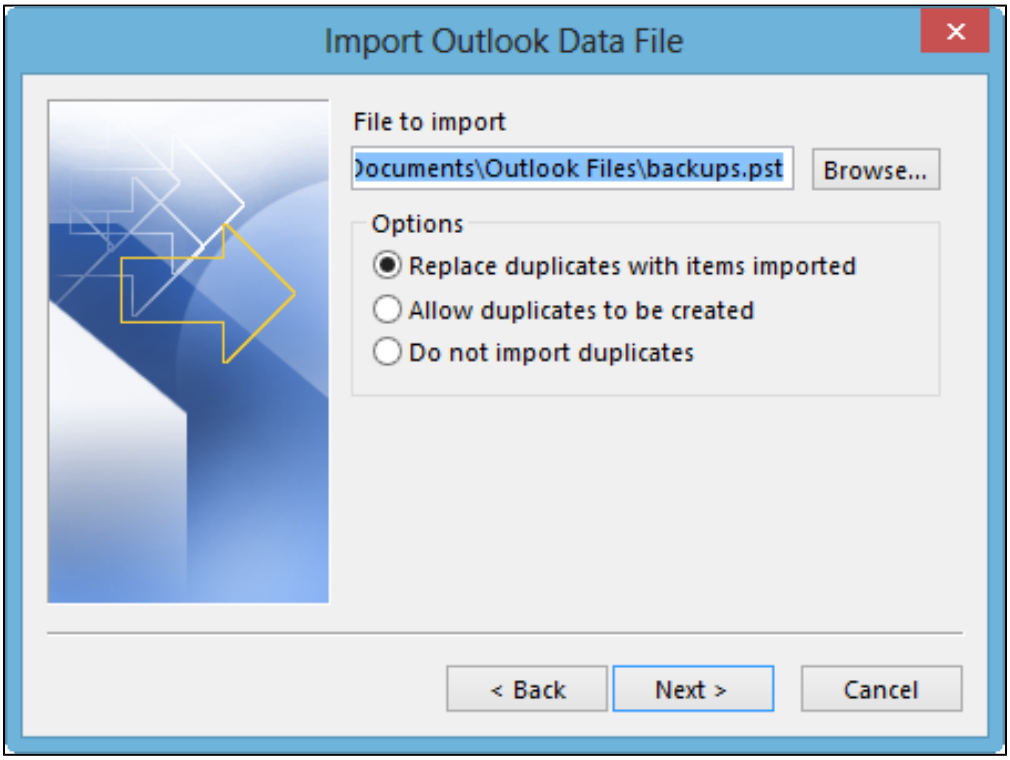
6. In the Import Outlook Data File window, click **Browse...**.



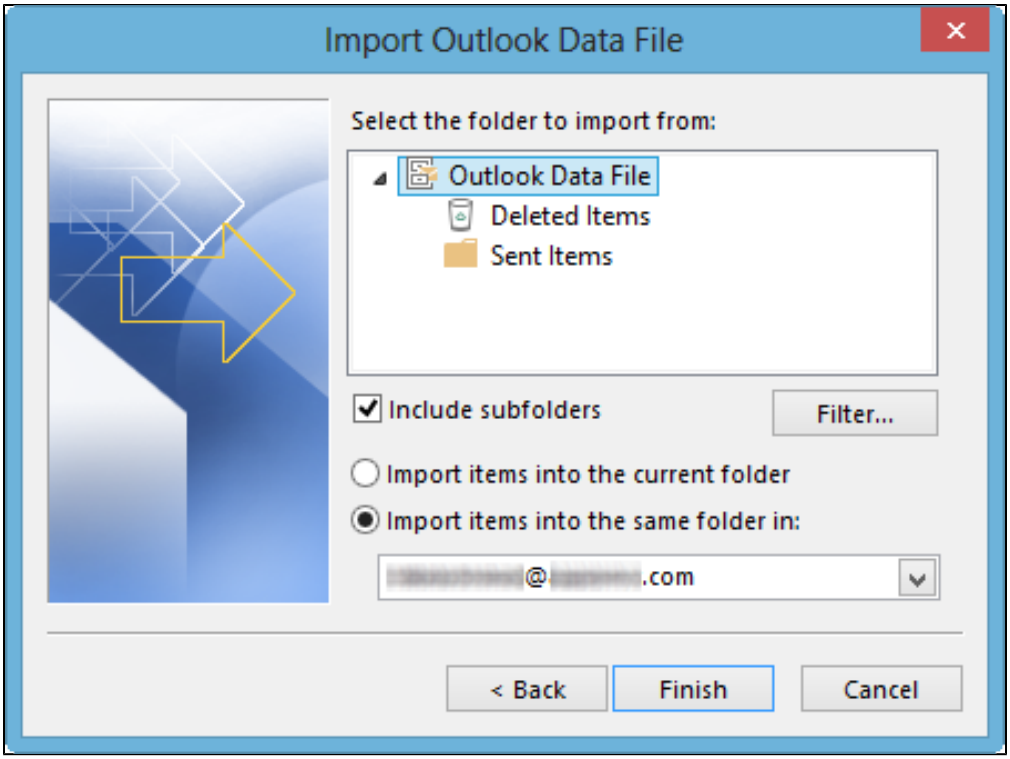
7. Select the .pst file to import and click **Open**.



8. Select desired **Options** and click **Next >**.



9. Select the top level folder, ensure the **Include subfolders** check box has been selected, choose the location where the .pst file should be imported, and click **Finish**.



10. Outlook will import the .pst file to the location set previously. Once complete, Outlook will begin to push the restored file(s) to the Exchange server. If Outlook lags during this time, keep Outlook open and use Outlook Web Access until all data has been uploaded to the server.